RHODE ISLAND DEPARTMENT OF CORRECTIONS
POLICY AND PROCEDURE

	POLICY NUMBER: 10.37-1 DOC	EFFECTIVE DATE: 08/01/05	PAGE 1 OF 5
	REPEALS: 10.37 DOC	DIRECTOR: Please use BLUE ink. Ashbel T. Wall II	
SECTION: SAFETY AND EMERGENCY PROCEDURES		SUBJECT: HAZARD COMMUNICATION/ AWARENESS PROGRAM (CHEMICAL)	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
REFERENCES: OSHA's Hazard Communication Standard, Title 29, Code of Federal Regulations 1910.1200; ACA Standard 3-4203, Flammable, Toxic, and Caustic Materials; Appendix C to ACA Standards for Adult Correctional Institutions, 3rd Edition, Guidelines for the Control and Use of Flammable, Toxic, and Caustic Substances			
INMATE / PUBLIC ACCESS?	X YES		
AVAILABLE IN SPANISH?	X NO		

I. **PURPOSE:**

To comply with applicable Occupational Safety and Health Administration (OSHA) standards and regulations by compiling a hazardous chemical list utilizing Material Safety Data Sheets (MSDS's), ensuring chemical containers are labeled, and providing employees with training.

II. **POLICY:**

A. This program applies to all work operations at the Rhode Island Department of Corrections (RIDOC) where employees may be exposed to hazardous substances under normal working conditions or during emergency situations.

B. The Environmental Health Coordinator is the Hazard Communication Program Coordinator. S/he reviews and updates the program, as necessary.

Should any facility/unit/program manager need assistance regarding his/her responsibilities with respect to hazard communication/awareness, s/he should contact the Environmental Health Coordinator for guidance.

C. Under this Program, employees are informed of the contents of the OSHA Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals.

III. PROCEDURES:

A. List of Chemicals:

1. The Associate Director of Correctional Industries and Administrator of Physical Resources maintain lists of all hazardous chemicals used by RIDOC, which correspond to the Material Safety Data Sheets (see III.B.).

   Separate work-specific lists are kept in each Industry Supervisor's office. The Associate Director of Correctional Industries also maintains a list of all industries.

2. The Associate Director of Correctional Industries and Administrator of Physical Resources forward copies of their respective lists to the Hazard Communication Program Coordinator (Environmental Health Coordinator). S/he maintains a master file.

   The Hazard Communication Program Coordinator (Environmental Health Coordinator) maintains copies of said lists.

B. Material Safety Data Sheets (MSDS's):

1. MSDS's provide employees with specific information regarding chemicals they use.

2. MSDS's are completed OSHA form 174's (sample at Attachment 1) or equivalent as supplied by the manufacturer.

3. The Associate Director of Correctional Industries and Administrator of Physical Resources maintain binders in their offices with MSDS's on every substance on the list of hazardous chemicals pertinent to their

areas of responsibility (i.e., the Administrator of Physical Resources maintains MSDS's for all of RIDOC).

4. The Associate Director of Correctional Industries and the Administrator of Physical Resources provide the Hazard Communication Program Coordinator with chemical names of any chemical products at the Department of Corrections on an annual basis.

5. In addition, the Associate Director of Correctional Industries and Administrator of Physical Resources or designees update chemical lists and MSDS's at each Correctional Industries work area and Department-wide, as necessary.

6. Work-specific MSDS's are available to employees during their shifts.

C. Labels and Other Forms of Warning:

1. Facility/Unit/Program managers ensure that all hazardous chemicals in use are properly labeled and updated, as necessary.

2. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party (sample at Attachment 2).

3. The Correctional Industries Supervisor checks containers of chemical products shipped from Correctional Industries to ensure all containers are properly labeled.

4. The Hazard Communication Program Coordinator verifies compliance during his/her documented industry/environmental inspections, copies of which are forwarded to the Associate Director of Facilities and Maintenance.

D. Non-Routine Tasks:

When employees are required to perform hazardous, non-routine tasks, (e.g., entering confined spaces), a special training session is conducted to inform them of hazardous chemicals to which they might be exposed and the proper precautions to take to reduce or avoid exposure.

E. Training:

1. The Hazard Communication Program Coordinator, in coordination with RIDOC Training Academy staff and /or Correctional Industries Supervisors, provides every employee who works with or is potentially exposed to hazardous chemicals with training on the OSHA Hazard Communication Standard (29 CFR 1910.1200) and the safe use of those hazardous chemicals.

2. A program that uses both audiovisual materials and classroom-type training is prepared for this purpose.

3. Correctional Industries Supervisors and Maintenance Supervisors are trained regarding hazards and appropriate protective measures.

4. This training enables the Supervisors to orient new inmates or employees in safety work practices. In addition, they will provide daily monitoring of the work site.

5. The training plan emphasizes:

   a. Summary of the OSHA Hazard Communication Standard and this policy.

   b. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity).

   c. Physical hazards of chemicals (e.g., potential for fire, explosion).

   d. Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition(s) known to be aggravated by exposure to the chemical.

   e. Procedures to protect against hazards (e.g., personal protective equipment required, proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).

   f. Procedures to assure protection when cleaning hazardous chemical spills and leaks.

g. Reading and interpreting the information on both labels and MSDS's and how employees may obtain additional hazard information.

6. The Hazard Communication Program Coordinator periodically reviews the training program. S/he sends documentation of said review to the Associate Director of Facilities and Maintenance.

7. Retraining is required when the chemical hazard changes or a new process is introduced into the workplace.

F. Annual Program Review

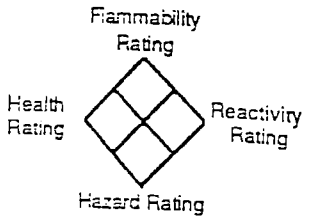
Once a year, facility/unit/program managers notify all staff responsible for chemical lists and MSDS's to:

1. update lists/inventories;

2. update/remove/obtain MSDS's to match lists and reflect chemicals in use; and

3. submit updated lists and a memo to the Hazard Communication Program Coordinator indicating that the MSDS's were reviewed and are current.

Material Safety Data Sheet



Section 1
Name And Product

Manufacturers Name

Emergency Phone Number

Address

Chemical Name and Synonyms

Trade Name and Synonyms

Formula

Section 2
Hazardous Ingredients

Principle Hazardous Component	%	TLV	Permissable exposure level	Carcinogen (Y/N)

Section 3
Physical and Chemical Data

Boiling Point

Specific Gravity

Vapor Pressure

Percent Volatile by Volume

Vapor Density

Evaporation Rate

Solubility in Water

Appearance and Odor

Section 4
Fire and Explosion Hazards

Flash Point

Flammable limits Lel Uel

Extinguishing Media

Special Fire Fighting Procedures

Unusual Fire and Explosion Hazards

Section 5
Health Hazard Data

Threshold limit Value

Effects of Over-exposure

Emergency First Aid Procedures

Section 6
Reactivity Compatability Data

Stability	Unstable		Conditions to Avoid
	Stable		

Incompatability (Materials to Avoid)

Hazardous Decomposition Products

Hazardous Polymerization	May Occur		Conditions To Avoid
	Will Not Occur		

Section 7
Storage, Handling & Use

Steps To Follow if Material is Spilled or Released

Waste Disposal Method

Handling and Storage In Normal Conditions

Section 8
Personal Protection Information

Respirator Protection (Specify Type)

Ventilation	Local	Other
	Mechanical	

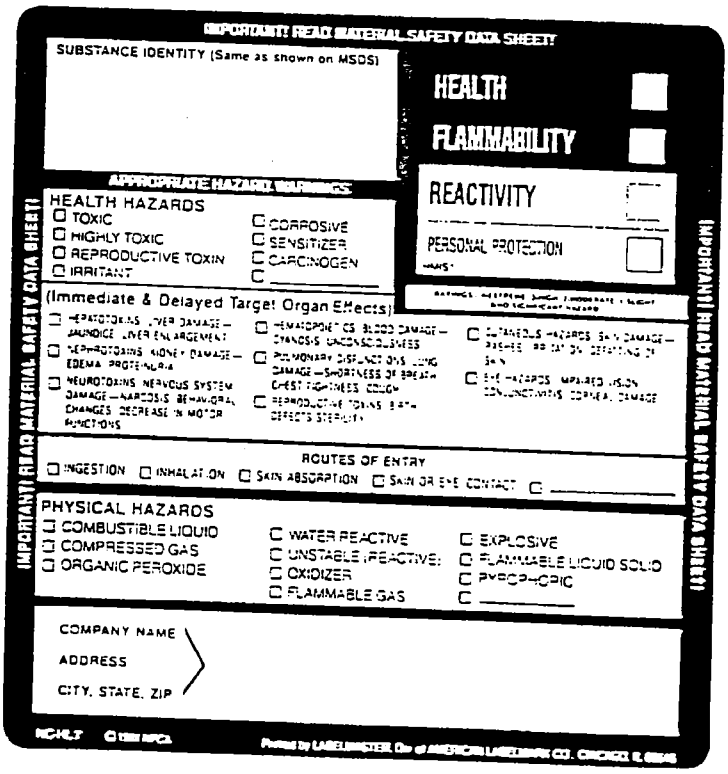
Protective Gloves

Eye Protection

Other Equipment

Section 9
Special Precautions

Precautions To Be Taken In Handling And Use


IMPORTANT! READ MATERIAL SAFETY DATA SHEET!
SUBSTANCE IDENTITY (Same as shown on MSDS)
HEALTH
FLAMMABILITY
REACTIVITY
PERSONAL PROTECTION
HEALTH HAZARDS
TOXIC
HIGHLY TOXIC
REPRODUCTIVE TOXIN
IRRITANT
CORROSIVE
SENSITIZER
CARCINOGEN
(Immediate & Delayed Target Organ Effects)
ROUTES OF ENTRY
INGESTION
INHALATION
SKIN ABSORPTION
SKIN OR EYE CONTACT
PHYSICAL HAZARDS
COMBUSTIBLE LIQUID
COMPRESSED GAS
ORGANIC PEROXIDE
WATER REACTIVE
UNSTABLE (REACTIVE)
OXIDIZER
FLAMMABLE GAS
EXPLOSIVE
FLAMMABLE LIQUID SOLID
PYROPHORIC
COMPANY NAME
ADDRESS
CITY, STATE, ZIP
IMPORTANT! READ MATERIAL SAFETY DATA SHEET!